



**CITY OF SCOTTSDALE  
CAPITAL PROJECT MANAGEMENT**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
MUSTANG TRANSIT CENTER/PARK-AND-RIDE FACILITY**

**Project No. T0502 and T9902**

**April 20, 2010**

The City of Scottsdale is accepting Statements of Qualifications from qualified firms for planning and design services for the Mustang Transit Center and Park-and-Ride Facility to be located on 90<sup>th</sup> Street near Mustang Library. The total budget for this project is approximately \$6.7 million. This project is partially funded through federal funds provided by the Federal Transit Administration (FTA).

The established a DBE participation goal for this contract is not less than 8.76% of the contract. All work performed hereunder must conform to all applicable federal, state and local regulations, see attachments.

**BACKGROUND**

The Mustang Transit Center and Park-and-Ride Facility project work began in 2005 with a Memorandum of Understanding (MOU) between City of Scottsdale and the Regional Public Transit Authority (RPTA) for consultant services that included the site selection and conceptual design. The consultant work was completed and a resulting Technical Memorandum was released in March 2006. The preferred Park-and-Ride site was located on the west side of 90<sup>th</sup> Street, across the street from a primary transit user, Scottsdale Healthcare's Shea Campus. A Categorical Exclusion (CE), attached, was also completed during the conceptual design. The area and facilities evaluated for the CE consisted of an on-street transit center with eight bus bays and a park-and-ride lot with 256 leased spaces located in a shopping center surface parking lot across the street from the Scottsdale Healthcare's Shea Campus.

The CE document was submitted to City of Phoenix in 2007. Subsequently, Scottsdale Healthcare submitted a new Shea Campus master plan and applied for rezoning of their property which was approved by the Scottsdale City Council in January 2010. As the hospital's master plan was finalized, operational issues with the transit facilities were identified. As a result, the Transit Center bus bays were relocated to the south from immediately west of Scottsdale Health Care to the west of Mustang Library. With this change, a partnership with the library for a shared-use facility was identified.

The City envisions constructing a multi-story parking structure (with a possibility of an underground level) adjacent to the Mustang Library. This proposed parking structure needs to will provide approximately 550 parking spaces and will serve as a shared-use facility for the park-and-ride users and the Library patrons. The design of the proposed parking structure should enhance the Library architecturally and physically.

The relocated facility requires additional environmental analysis and a revised CE since the original work did not directly address the library property (though the property was contained in the original study area).

The selected firm/team will perform site circulation and traffic impact study. Moreover, the facility will be designed to include typical public facilities such as restrooms, elevators, stairs, day and night lighting, signage and way finding, security features, interior pedestrian circulation, sidewalks and landscaping. In addition, the City wishes to explore photovoltaic cells on the top level of the garage.

### **ABBREVIATED SCOPE OF WORK**

This abbreviated scope of work should not be construed as being final and comprehensive. A final Scope of Work will be prepared prior to contract negotiations with the highest ranked firm.

The selected Design Team will be required to perform or provide the following services:

1. Develop a Master Concept Plan for the transit facility parking garage and off-street park-and-ride facility. This Plan will serve as the basis of final design and will be used as municipal use site plan approval.
2. Address circulation requirements such as driveway locations, existing, pedestrian and bicycle access, signage, striping, and the potential impacts of park-and-ride traffic on the normal day-to-day operations of the facility and surrounding area.
3. Update and expand the existing Categorical Exclusion (CE) to include the new location of transit and park-and ride facility.
4. Compile and evaluate existing information including but not limited to as-builts and utility maps for the project.
5. Perform all necessary field survey work to prepare the preliminary designs, legal descriptions and easements, architectural and engineering construction documents for the project.
6. Coordinate the development of the plans with utility companies in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
7. Coordinate the development of the plans with other governmental agencies as required.
8. Coordinate the development of the plans with Scottsdale Public Arts program.
9. Coordinate review and approval of the plans with City of Scottsdale staff.
10. Design traffic signal and coordinate the design with the City staff.

11. Assist with the bidding process, including responding to bidders' questions and in evaluating bids.
12. Attend all meetings related to the project as required by City staff, including but not limited to bi-monthly design meetings, public meetings, Transportation Commission, Planning Commission, Development Review Board and City Council as required.

## DELIVERABLES

The Design Team will be required to perform or provide the following services:

### 1. Preliminary Design Phase (30% plans):

- a. Compile and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project.
- b. Perform all necessary field survey work to prepare the engineering plans and specifications for the projects, which may include but not limited to topographical survey, geotechnical survey and native plant inventory as required.
- c. Examine the impacts of the improvements and prepare the preliminary design to confirm the feasibility of the project. The preliminary design will identify critical issues including but not limited to: environmental impacts, right-of-way, traffic control, utilities, native plants and landscaping, and public involvement.
- d. Prepare a preliminary cost estimate at completion of the 30% phase.
- e. Prepare and submit the required Municipal Use Site Plan and Development Review Board application, including all required exhibits, plans and reports.
- f. Submit preliminary 30% plans to the City of Scottsdale Capital Project Management for review and approval. The reviewed plans will form the basis of the Design and Construction Document Phase.

### 2. Design and Construction Document Phase– (60%, 90% and final plans)

- a. Review and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project
- b. Prepare all necessary legal descriptions.
- c. Prepare cost estimates at completion of 60% and 90% phases.
- d. Prepare the necessary design for all improvements required for the project elements.
- e. In cooperation with City Right-of-Way staff, insure that all of the necessary right-of-way easements and other conveyances are in place.

- f. Coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
- g. Coordinate the review and approval of final plans with City of Scottsdale Departments. An in-house review team consisting of CPM, Transportation, and Public Works Facilities will review all submittals. The Design Team will compile all review comments and responses in a written tabular format with each submittal.
- h. Prepare construction documents, special provisions, construction estimate, and assist in bid evaluations. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
- i. Attend all meetings related to this project as required by City staff, including but not limited to bi-monthly design meetings, public meetings, Transportation Commission, Development Review Board meetings, and City Council meetings. Furthermore, the Design Team will prepare all presentation materials as necessary for such meetings, and will furnish written minutes for design meetings.

### **PRE-PROPOSAL MEETING**

Pre-submittal Conference will be held on Thursday, May 6, 2010 at 7447 E. Indian School Road, Suite 105, CD # 1-3 Conference Room at 9:30 a.m. Attendance will be limited to no more than two representatives per firm. It is **NOT** mandatory that your firm attend the pre-proposal meeting.

### **SUBMITTAL REQUIREMENTS**

Reply to this request with a **digital submittal in Adobe PDF format** by uploading your submittal at <http://dropbox.yousendit.com/CityofScottsdale-CapitalProjects>. **The subject line of the submittal MUST READ: Mustang Transit Center.** The RFQ may not reach the Contract administrator should you use incorrect subject line and consequently, City shall not be responsible for not receiving your RFQ.

Limit your submittal to ten (10) 8½" x 11" pages (text on one side only). Pages that have project photos, charts, and graphs will count toward the maximum number of pages. However, a cover letter and cover will not be considered part of the ten-page limitation, nor will resumes. Resumes for each key team member shall be limited to a maximum length of one page, must not include pictures or submittal information, and should be incorporated as an appendix at the end of the SOQ. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Submittals that exceed the ten-page limitation will not be considered.

Please address the following:

1. **Team Members**. List the name of the prime consulting firm submitting the SOQ, along with address, contact person, telephone number, and e-mail address. Include similar contact information for each member of your declared team, along with the role each member will play. Identify the major sub-consultants on your team. This is informational, only, and will not be evaluated.

2. Firm's Capabilities. Briefly describe three similar projects that your firm has completed in the past five years. Provide specific experience in the design of parking facilities with similar amenities to this project. List the members of each project team and the role played by each member. Please provide references with complete contact information for each project.
3. Project Features. Identify at least five significant project issues and discuss the techniques your firm would use to resolve these project issues to ensure success of this project.
4. Project Approach. Describe design strategies your firm has used to define place-making and identification of multiple-use facilities maintaining existing operations during related construction that may apply to the project scope.
5. Project Schedule. Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of the project.
6. Active City Contracts. List your team's current projects under contract with the City of Scottsdale. The following criteria will be used in the evaluation process:  
Total remaining contract Dollar amounts:  

|                        |       |
|------------------------|-------|
| \$0 to \$100,000       | 5 pts |
| \$100,001 to \$750,000 | 3 pts |
| Over \$750,001         | 0 pts |

## **EVALUATION CRITERIA**

Evaluation of the submittals will be based on the following:

| <u>Criteria</u>     | <u>Points</u> |
|---------------------|---------------|
| Firm's Capabilities | 0-25          |
| Project Features    | 0-30          |
| Project Approach    | 0-35          |
| Project Schedule    | 0-5           |
| Active Contracts    | 0-5           |

## **SELECTION PROCESS**

The City's evaluation team will review and score each Statement of Qualifications received based on the Evaluation Criteria above in order to determine a "shortlist" of three (3) to five (5) firms for the interview phase of the selection process. A separate evaluation process for the interview phase will determine the highest qualified design team for the contract negotiations. The City of Scottsdale reserves the right to dispense with the oral interviews and proceed directly to negotiations with the highest ranked firm.

## **INTERVIEW PHASE TIME AND PLACE**

If required, we anticipate holding interviews during the week of June 14, 2010. City will provide time and location to the shortlisted firms.

## **INTERVIEW PHASE REQUIREMENTS**

Each short-listed team shall be ready to make a presentation to the City. The presentation should focus on Project Approach. Twenty (20) minutes will be allocated for each team to make a presentation on the team's knowledge of the project requirements and its ability to tailor these requirements to meet the project budget. The presentation will be followed by a 10-minute question and answer period from the interview panel. Preparation and technical setup will be allowed prior to the start of the interview.

## **INTERVIEW PHASE EVALUATION CRITERIA**

| <u>Points</u> | <u>Criteria</u>                         |
|---------------|---|
| 40            | Project Approach                        |
| 30            | Team's experience with similar projects |
| 20            | Local Knowledge                         |
| 10            | Interview panel's overall impression    |

## **INDEMNIFICATION & INSURANCE REQUIREMENTS**

The City of Scottsdale requires the selected team to execute an Architectural Services Contract. The City has the basic format of this contract on its website:

[www.scottsdaleaz.gov/Assets/Public+Website/projects/Capital+Projects/arch10.pdf](http://www.scottsdaleaz.gov/Assets/Public+Website/projects/Capital+Projects/arch10.pdf)

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Architectural Services Contract. Questions regarding insurance and indemnification shall be addressed prior to submittal in writing, by email, to the email address listed at the end of this document.

For firms submitting Statements of Qualifications, the City requires a statement in the SOQ that the firms have read and understood all the elements laid out in the Architectural Services Contract.

## **GENERAL INFORMATION**

1. City Website – This Request for Qualifications will be posted on the city's website. The address is <http://www.scottsdaleaz.gov/projects/CapitalProjects/RFQ.asp>
2. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be posted on the City's website.
3. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.
4. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract

awards firms desiring to release information to the public must receive prior written approval from the City.

5. Contact with City Employees – All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contacts on this selection process should be addressed in writing to the authorized representative identified below.
6. Questions. Questions pertaining to the consultant selection process or contract issues should be directed to Vivek Galav, Senior Project Manager of the Capital Project Management Office.

#### **STATEMENT OF QUALIFICATIONS SUBMITTAL TIME AND PLACE**

Submittals will be received no later than 3:00 p.m. on Thursday, May 20, 2010. The City reserves the right to modify this Request for Statement of Qualifications at any time.

All submittals should be e-mailed or delivered to:

Vivek Galav, Senior Project Manager  
[VGalav@scottsdaleaz.gov](mailto:VGalav@scottsdaleaz.gov)  
CITY OF SCOTTSDALE  
CAPITAL PROJECT MANAGEMENT  
7447 E. Indian School Road, Suite 205  
Scottsdale, AZ 85251  
480 312 7245

Attachments:

1. Disadvantaged business enterprise (DBE) program Negotiated contract clause
2. Federal Transit Administration (FTA) Required Clauses (Professional Services/A&E)
3. Categorical Exclusion